

Real Estate Withholding Exemption Certificate Waiver Request for Non-Individual Sellers

Use this form to apply for a real estate withholding exemption or to request a waiver or reduction in the withholding.

Form Changes

On Form 593-W, Real Estate Withholding Exemption Certificate and Waiver Request for Non-Individual Sellers, we deleted language pertaining to exemptions for sales of \$100,000 or less, and sales by a bank or a bank acting as a fiduciary for a trust. Such sales are automatically exempt from withholding, and the law does not require certification for the exemptions.

When withholding is required, the withholding agent will complete Forms 593 and 593-B and send them with the withholding payment to the Franchise Tax Board. Form 593, Real Estate Withholding Remittance Statement, and Form 593-B, Real Estate Withholding Tax Statement, have replaced Form 597, Real Estate Withholding Tax Statement, for sales closing on or after January 1, 2004.

Purpose

When the following entities sell California real estate, the buyers must withhold 31/3 percent of the total sales price and submit it to the California Franchise Tax Board (California Revenue and Taxation Code Section 18662):

- Corporations that do not have a permanent place of business in California.
- Entities other than corporations that do not have a last known street address in California.

If you are a non-individual seller, your buyer need not withhold if you meet certain requirements. Also, you can request a waiver or a reduction of withholding if the 31/3 percent will result in significant over-withholding. To determine whether you qualify for a withholding exemption, or to request a waiver or reduction, you must complete the attached California Form 593-W as follows:

- Use Part II of Form 593-W to certify that you qualify for a withholding exemption for the sale of California real estate.
- Use Part III of Form 593-W to request a waiver or reduction of the required withholding for the sale of California real estate only when you believe your tax liability from the sale will be much less than 31/3 percent of the total sales price.

Who Must Withhold?

Although the law requires the buyer to withhold, the buyer can request the escrow person to do the withholding. We use the term withholding agent throughout these instructions to refer to either the escrow person or the buyer, whoever is taking responsibility for withholding.

What is Real Estate Withholding?

Real estate withholding is:

- A prepayment of estimated income tax due from the gain on a sale of California real estate. If the amount withheld is more than the income tax liability, we will refund the difference when you file a California tax return after the end of the year.
- Not an additional tax on the sale of real estate.

Why Do We Withhold?

We withhold to:

- Ensure payment of income tax owed on the taxable gain from the sale.
- Reduce the likelihood of penalties charged to the seller for underpayment of estimated tax.

Withholding Agent Instructions

- Unless the sale qualifies for one of the automatic exclusions (sales price is \$100,000 or less; the property is being foreclosed upon; or the seller is a bank or a bank acting as a fiduciary for a trust) provide Form 593-W, with instructions, to non-individual sellers with a last known street address outside of California as soon as escrow opens. We update our forms and instructions annually, so please make certain you use the most current form. The year on the form should be the year that escrow will close.
- Instruct the seller to complete and sign Form 593-W, then return it to you by the close of escrow.

If the seller checked "YES" to any item in Part II , the seller is exempt from withholding. You are relieved of the real estate withholding requirements if you rely in good faith on the completed and signed form. You should retain the form for five years following the close of the transaction.
If the seller checked "NO" for all items in Part II , the seller is subject to withholding. Non-individual sellers can request a waiver or reduction in withholding by completing Form 593-W, Part III. The completed request must be submitted to us before the close of escrow.
If the close of escrow or 45-day deadline is near and we have not responded to the waiver request, call us at (888) 792-4900 to check the status of the request before sending the payment.
If the sellers do not return the completed Form 593-W by the close of escrow, you must withhold 31/3 percent of the total sales price.

• If you must withhold, complete Form 593-B, *Real Estate Withholding Tax Statement*, for each seller that was withheld upon. Give two copies of Form 593-B to the seller. After the close of the month, attach one copy of all of the Forms 593-B completed during the month to Form 593, *Real Estate Withholding Remittance Statement*, and mail it to us with the total amount withheld for all transactions that closed during the month. Forms 593 and 593-B, and the withholding payment are due to the Franchise Tax Board by the 20th day of the month following the month that escrow closed.

Note: Form 597, *Real Estate Withholding Tax Statement*, has been replaced with Forms 593 and 593-B for sales closing on or after January 1, 2004. Withholding should now be remitted monthly for all escrows that closed during the calendar month. Please see Forms 593 and 593-B for further instructions.

• **Do not** send Part II of Form 593-W to the Franchise Tax Board. You should retain it for five years following the close of the transaction. You must furnish the form to the FTB upon request.

Contacting the Franchise Tax Board

TO ORDER CALIFORNIA TAX FORMS:

By Internet: You can view, download, and print California tax forms and publications from our Website at:

www.ftb.ca.gov

By automated phone service: Use this service to order California tax forms and current year federal forms. Have a paper and pencil ready to take notes.

> From within the United States: (800) 338-0505 From outside the United States (not toll-free): (916) 845-6600

Follow the recorded instructions. This service is available 24 hours a day, seven days a week.

By mail: Please allow two weeks to receive your order. If you live outside California, please allow three weeks to receive your order. Write to:

> TAX FORMS REQUEST UNIT FRANCHISE TAX BOARD PO BOX 307 RANCHO CORDOVA CA 95741-0307

In person: Many California libraries, post offices, and banks provide free California personal income tax booklets during the filing season. Most libraries and some guick print businesses have forms and schedules for you to photocopy (a nominal fee may apply). **Note:** Employees at libraries, post offices, banks, and quick print businesses cannot provide tax information or assistance.

CONTACT US WITH REAL ESTATE WITHHOLDING QUESTIONS

(888) 792-4900 or (916) 845-4900 (not toll-free)

Telephone assistance is available from 8 a.m. until 5 p.m. Monday through Friday. We may modify these hours without notice to meet operational needs.

TELEPHONE AND INTERNET ASSISTANCE

(For state income tax issues unrelated to real estate withholding)

From outside the United States (not toll-free)(916) 845-6500

Website at: www.ftb.ca.gov

Assistance for persons with disabilities: We comply with the Americans with Disabilities Act. Persons with hearing or speech impairments please call TTY/TDD (800) 822-6268.

ASISTENCIA TELEFONICA Y EN EL INTERNET

Dentro de los Estados Unidos, llame al (800) 852-5711 Fuera de los Estados Unidos, llame al (cargos aplican) (916) 845-6500

Sitio en el Internet: www.ftb.ca.gov

Asistencia para personas discapacitadas: Nosotros estamos en conformidad con el Acta de Americanos Discapacitados. Personas con problemas auditivos pueden llamar al TTY/TDD (800) 822-6268.

Part I and II - Withholding Exemption Certificate Instructions

Use this section to determine if you meet any of the exemptions to withholding.

Purpose

If you are selling or transferring California Real Property, use this form to determine whether you meet any of the exemptions to withholding. After you complete this form, give it to your escrow officer. Sellers who are individuals may not use this form. If you are an individual, get Form 593-C, *Real Estate Withholding Certificate for Individual Sellers*.

Note: Qualifying for an exemption from withholding or being withheld upon does not relieve you of your obligation to file a California tax return and pay any tax due on the sale of the California real estate.

Part I – Seller's Information

Enter the name, address, and tax identification number of the seller or other transferor. If the seller is an <u>individual</u>, you may not use this form. If you are an individual, get Form 593-C.

If the seller is a <u>revocable trust</u>, get Form 593-C. For tax purposes, the revocable trust is transparent and the individual seller must report the sale and claim the withholding on their individual tax return.

If the seller is an <u>irrevocable trust</u>, enter the name of the trust and the trust's federal employer identification number (FEIN). If the trust has not received a FEIN, then enter the trustor's social security number (SSN). **Do not enter trustee information.**

For all other <u>non-individual</u> sellers, enter the FEIN or California corporation number. If an estate has not received a FEIN, then enter the decedent's SSN.

Enter the seller's ownership percentage rounded to two decimal places (e.g. 66.67%).

Part II – Certifications That Fully Exempt Withholding

Line 1 - Corporation

A corporation has a permanent place of business in California if:

- It incorporated in California;
- It is qualified to transact business in California through the California Secretary of State; or
- It will maintain and staff a permanent office in California immediately after the sale.

Line 2 - Partnership

Withholding is not required if the recorded title to the property being transferred is in the name of a partnership. However, partnerships must withhold on nonresident partners. (Get FTB Pub. 1017, *Nonresident Withholding Partnership Guidelines*, for more information.)

Line 3 – Limited Liability Company (LLC)

Withholding is not required if the recorded title to the property is in the name of an LLC that:

- Is classified as a partnership for federal and California income tax purposes; and
- Is not a single member LLC that is disregarded for federal and California income tax purposes.

If the LLC meets these conditions, the LLC must still withhold on nonresident members. (Get FTB Pub. 1017, *Nonresident Withholding Partnership Guidelines*, for more information.)

Note: If the LLC is a single member LLC that is disregarded for federal and California income tax purposes, then that single member is the seller. If the member is an individual, rules for individuals apply (Get Form 593-C); if the member is a corporation, rules for corporations apply (Refer to Line 1); etc.

If the LLC is classified as a corporation for federal and California income tax purposes, then the seller is considered a corporation for withholding purposes. Refer to Line 1.

Line 4 -Tax-Exempt Entity

Withholding is not required if the seller is tax-exempt under either California or federal law (e.g., religious, charitable, educational, not for profit organizations, etc.).

Line 5 – Irrevocable Trust

An irrevocable trust is one that is bound by the conditions set forth in the trust instrument and cannot be terminated by the creators (or trustors) once created.

An irrevocable trust is exempt from withholding if at least one trustee is a California resident. (Please note that a successor trustee that is a California resident does not exempt the trust from withholding unless the successor trustee has moved to a position of current responsible trustee.) However, irrevocable trusts must withhold on distributions of California source taxable income to nonresident beneficiaries. (Get FTB Pub. 1023, Nonresident Withholding Independent Contractor, Rent & Royalty Guidelines, for more information.)

Note: Withholding is not required when the property is being sold through a bankruptcy estate or trust and the bankruptcy trustee is a California resident. The bankruptcy trustee may use Line 5 to certify residency. However, Part I should contain the seller's information, not the trustee's information.

Line 6 – Estate

An estate is exempt from withholding if the decedent was a California resident at the time of death.

Note: This exemption only applies if the estate is selling the property. If a nonresident beneficiary who inherited the property is selling it, withholding is required. Even if an estate is exempt from withholding on the sale of property, it must withhold on distributions of California source income to nonresident beneficiaries. (Get FTB Pub. 1023, *Nonresident Withholding Independent Contractor, Rent & Royalty Guidelines*, for more information.)

Line 7 – Insurance Company, Individual Retirement Account, Qualified Pension or Profit-Sharing Plan, or Charitable Remainder Trust.

Withholding is not required when the seller is an insurance company, Individual Retirement Account, qualified pension or profit-sharing plan, or a Charitable Remainder Trust.

Seller's Signature

You must sign this form and return it to your escrow officer before the close of escrow for it to be valid. Otherwise, the withholding agent must withhold the full $3^{1}/_{3}$ percent of the total sales price.

Any transferor (seller) who, for the purpose of avoiding the withholding requirements, knowingly executes a false certificate is liable for a penality of \$1,000 or 20 percent of the required wihholding amount, whichever is greater.

2004

Real Estate Withholding Exemption Certificate and Waiver Request for Non-Individual Sellers

CALIFORNIA FORM

593-W

			With	holding Ex	emption Cer	tificat	e				
			ı	Part I - Se	eller's Informat	tion					
Name						□CA	Corp. No. 🗆 FE	IN □ SOS File No	. Social S	ecurity	No.
Address					Privat	Private Mailbox No. Note: If you do not furnish your ta number this certificate is vo					
City, St	ate, ZIP Code					Daytim	e Number	_	Ownership Percentage		
						()				_%
Propert	ty address (if n	o street address, provide	parcel number and	county)							
Read t	he following	and check the appro	priate box. (See I	ine-by-line ins	structions, Part II	– With	nolding Exemp	tion Certificate.)		
Part	t 🚺 – Certi	fications that fully	exempt the sale	e from withho	olding:					VEC	NO
1 . Is t	the seller a <u>co</u>	rporation that is either	qualified through t	ne California Se	ecretary of State o	r has a p	ermanent place	of business in C	alifornia? .	YES	
	-	<u>rtnership</u> with recorde ners as required. Get F		-							
LL	C for federal a	orded title holder) a <u>lin</u> ind California income ta 17, <i>Nonresident Withh</i>	ax purposes? (If ye	s, the LLC mus	t withhold on non	resident	members as re	quired.		П	П
		<u>c-exempt</u> entity under e			•						
5. Is to rep	the seller an <u>ir</u> oort the sale a	revocable trust with at nd withhold when distr hholding Independent	least one trustee wibuting California s	rho is a Californ ource taxable ir	nia resident? (If yencome to nonresid	es, the tr lent bene	ust must file a eficiaries as req	California tax retu uired. Get FTB Pu	ırn to ıb. 1023,		
ret	urn to report t	state where the decede the sale and withhold v 23, <i>Nonresident Withh</i>	vhen distributing Ca	alifornia source	taxable income to	nonresi	dent beneficiari	es as required.	-		
		nsurance company, Ind inder Trust		, ,	•	•					
Seller's	Signature										
will		f perjury, I hereby cert rm the withholding agonis sale.									
;	Seller's name	and title (type or print)									
;	Seller's signat	ure					Date:				
Seller:		cked "YES" to any of the buyer (withholdi		, STOP HERE. \	ou are exempt fro	om real e	state withholdii	ng. Provide this f	orm to your	escro	W
	percent of	cked "NO" to all of the the total sales price. E request a reduced am	o you expect your	tax liability fron							
	☐ Yes.	Complete the Withhole	ding Waiver Reques	st (Part III) and	send it to the Fran	nchise Ta	x Board before	the close of escr	OW.		
	□ No.	STOP HERE. The with agent should give you California income tax	two copies of Forn	n 593-B, <i>Real E</i>	state Withholding	sales prie <i>Tax Sta</i> i	ce and send it to tement. Attach o	o us on your beh one copy to the lo	alf. The with ower front o	nholdin f your	ng
Withho	lding Agent:	one copy to the Fr	to withhold, comp anchise Tax Board v and Form 593-B in	with the withho	lding payment and						

Real Estate Withholding Exemption Certificate and Waiver Request for Non-Individual Sellers

CALIFORNIA FORM

2004 Waiver Request for Non-In	<u>ndividual S</u>	ellers	593-W				
Part III Withholding V	Waiver Request	t (please print or ty	ype)				
Selle	er's Information						
Name (if more than one, see Part III – Withholding Waiver Request Instructions for mu	ultiple sellers)	Seller's Entity Type	California Corporation No. FEIN				
Mailing address Pr	Private Mailbox No.	☐ Corporation☐ S Corporation	Social Security Number (SSN)				
City, State, and ZIP Code (province, country, and postal zone)		☐ Estate ☐ Trust	Seller's email address				
_	Ownership Percentage%						
Provide a brief explanation of your reason for requesting a waiver or waiver or reduced withholding is allowed and for the required inform	nation and documenta	ation.	T examples of situations for which a				
Prone	erty Information						
Property address (if no street address, provide parcel number and county)	Try morniano						
Seller acquired property by (check one): Purchase Inheritance Foreclosure/Repossession call (888) 792-4900 U.S. tollor (916) 845-4900	I-free Seller's adjusted	Date seller acquired property Seller's adjusted basis: Purchase price \$					
Other							
Use of property at time of sale: □ Rental / Commercial □ Vacant land □ Secondary / Vacation home □ Other (attach explanation)	· ·	Less: depreciation Adjusted basis \$					
Length of time used for this purpose: YearsMonths	Provide all re	ovide all required documentation listed in the instructions.					
Escro	ow Information						
Name and address of escrow company	Escrow compar	Escrow company email address					
	Name of escrov	v officer	Escrow number				
	Escrow compar telephone numb		FAX number				
Total sales price of property before applying your ownership interest	Estimated close	Estimated close of escrow date					
Buye	er's Information						
Name of buyer (see Part III – Withholding Waiver Request Instructions if more th			Social Security Number (SSN)				
Address (number and street, PO box or rural route)	F	Private Mailbox no.	Spouse's SSN (if applicable)				
City, State, and ZIP Code (province, country, and postal zone)		☐ California Corpo					
Seller's Signature							
Under penalties of perjury, I hereby certify that the information provided promptly inform the withholding agent and the Franchise Tax Board. I un income or franchise tax return to report this sale.	above is, to the best nderstand that comple	of my knowledge, true ting this form does no	e and correct. If conditions change, I w ot exempt me from filing a California				

Seller's name and title (type or print) __

Seller's signature _

Date:

Part III - Withholding Waiver Request Instructions

Use this section if you do not meet any of the exemptions to withholding as shown in Part II and you believe your estimated tax liability from the sale will be substantially less than the required withholding.

We handle waiver requests for non-individuals on a case-bycase basis. Generally, we will reduce or eliminate the withholding amount when:

The 31/3 percent withholding amount exceeds the estimated California tax liability from the sale. For example:

Statutory Amount Computation:

Selling price \$250.000 Withholding rate x 3.33% Withholding amount \$ 8.325

Reduced Amount Computation:

Gain on sale \$50,000 <u>x 8.8</u>4% Maximum tax rate **Estimated tax liability** \$4,420

In this example, we will reduce the withholding amount from \$8,325 to \$4,420. If the documentation provided shows that the estimated tax liability would be \$0 from the sale, we will grant a full waiver.

- *The current maximum tax rates are 8.84% for corporations, 10.84% for financial corporations, and 9.3% for estates and trusts.
- The transaction involves an Internal Revenue Code (IRC) Section 1031 exchange or an installment sale.
- The transaction involves multiple sellers, and only some are subject to withholding.

Note: The statutory withholding amount is 3½ percent of the total sales price regardless of the percentage of interest owned in the property.

Supporting Documentation

To compute your estimated tax liability, you must provide the documents listed below. We may request additional information on a case-by-case basis. Do not send original documents.

Required With All Waiver Requests

- ✓ The current sale escrow document (estimated or final) closing statement).
- ✓ A list of any improvements and related costs (except for IRC Section 1031 exchanges).
- ✓ The depreciation schedule (if property has been used for rental or commercial purposes). Do not provide for IRC Section 1031 exchanges.

Required for Any of the Following Situations:

If You Acquired by Purchase

- ✓ The grant deed for the original purchase showing the transfer tax, or
- ✓ The purchase escrow document (closing statement) from the original purchase.

If You Acquired by IRC Section 1031 Exchange

- ✓ A completed federal Form 8824, *Like-Kind Exchanges*, or
- ✓ The sales escrow statements for the property given up and purchase escrow statement for property received.

If You Inherited Through an Estate (Probate)

✓ The court documents showing the fair market value of the property at the time of inheritance.

If You Inherited Through a Trust

- ✓ The trust documents showing inheritance.
- ✓ The death certificate.
- ✓ The appraisal as of inheritance date.

If You Acquired Through Right of Survivorship (Joint Tenancy)

- The death certificate.
- ✓ Also include any one of the following:
 - An appraisal of the property at the time of death.
 - The federal Form 706, United States Estate (and Generation-Skipping Transfer) Tax Return.
 - The probate court document.
 - The original purchase statement.
 - The original grant deed.

If You Reacquired the Property (Foreclosure or Repossession)

- ✓ The original sale escrow document from the first time you sold the property before foreclosure.
- ✓ The original purchase escrow document (closing statement) from when you originally purchased the property.
- ✓ The statement of the amount of cash (down payment) received on the original sale before foreclosure.
- ✓ The statement of the amount of notes received or carried before foreclosure. Provide copies of the notes carried.
- ✓ The statement of the balance due remaining on the note.
- ✓ A list of foreclosure costs (the costs to get the property
- ✓ The calculation of the gain from the original sale.
- ✓ A copy of federal Form 6252, *Installment Sale Income*, or California form FTB 3805E, Installment Sale Income, filed with your tax return in the year of the original sale.
- ✓ The Deed In-Lieu of Foreclosure or Trustee's Deed Upon
- ✓ A brief chronological outline of your property ownership. from when you first acquired the property to the present.

If You Are Selling as Part of an IRC Section 1031 Exchange

Include the following information in the box provided for explaining your waiver request in Seller's Information:

- Indicate this will be an IRC Section 1031 exchange.
- Indicate whether the exchange will be simultaneous or non-simultaneous.
- Provide the name, address, and phone number of the intermediary or accommodator, and
- Provide the address or location of the replacement property (if identified).

If it is a simultaneous exchange, withholding will still be required in escrow for any proceeds you receive. If it is a non-simultaneous exchange, the withholding agent must transfer the proceeds from the sale directly to an intermediary or accommodator. The intermediary or accommodator must withhold from any cash or cash equivalent (boot) received by the seller.

If the exchange does not take place, or if the exchange does not qualify for nonrecognition treatment under IRC Section 1031, the withholding agent must withhold 3½ percent of the total sales price of the real property sold.

If You Will Carry a Note (Installment Sales)

✓ The note agreement.

Include the following statement in the box provided for explaining your waiver request in the Seller's Information:

"As a condition to obtaining a waiver to the withholding requirement, the seller/transferor agrees to do the following:

- 1. File a California income or franchise tax return for the year of the sale and any year in which principal payments are received on the note; and
- 2. Make estimated income tax payments that reflect the income tax due on principal payments received."

If There Are Multiple Sellers

Enter the information for the primary nonresident seller on this form and attach a separate sheet listing the following for each additional seller:

- Name.
- Address.
- Telephone number.
- Ownership percentage.
- Entity type.
- Tax ID number.

Also state whether or not each additional non-individual seller should be included in this waiver request. If any of the additional sellers are individuals, then the withholding agent must withhold on the individual sellers unless they meet one of the exemptions on Form 593-C.

If There Are Multiple Buyers

If the buyers are husband and wife, enter both names on Form 593-W and include both social security numbers. Otherwise, enter the information for the primary buyer on this form and attach a separate sheet listing the following for each additional buyer:

- Name.
- Address.
- · Tax ID number.

When to File Your Waiver Request

Requests for waivers or reduced withholding must be sent to the Franchise Tax Board before escrow closes to be valid. However, requests should be sent as soon as possible after escrow opens to allow us time to process the request before escrow closes. If you do not send the request before escrow closes, then the withholding agent must withhold $3^{1/3}$ percent of the total sales price.

Where to File Your Waiver Request

Fax Form 593-W, Part III, and supporting documentation to (916) 845-9512, or mail to:

WITHHOLDING SERVICES AND COMPLIANCE SECTION FRANCHISE TAX BOARD PO BOX 651 SACRAMENTO CA 95812-0651

If you send your request by fax, do not send the original request by mail.

After You Submit a Waiver Request to FTB

We usually process applications within 45 days after receipt of all necessary information. Please wait 10 working days after faxing your request and 13 working days after mailing your request before contacting us. If you have not received a response from us by the time title transfers, you should instruct the withholding agent to hold the full withholding amount in trust up to 45 days from the date title transfers.

If we issue a withholding waiver or reduction, it applies for the limited purpose of determining the withholding obligation under Revenue and Taxation Code Section 18662. The withholding waiver or reduction does not apply to other issues that may arise in connection with the transfer. We may accept evidence submitted with a waiver request for the purpose of issuing the withholding waiver or reduction; however, this evidence may not be adequate for other issues related to the transfer.